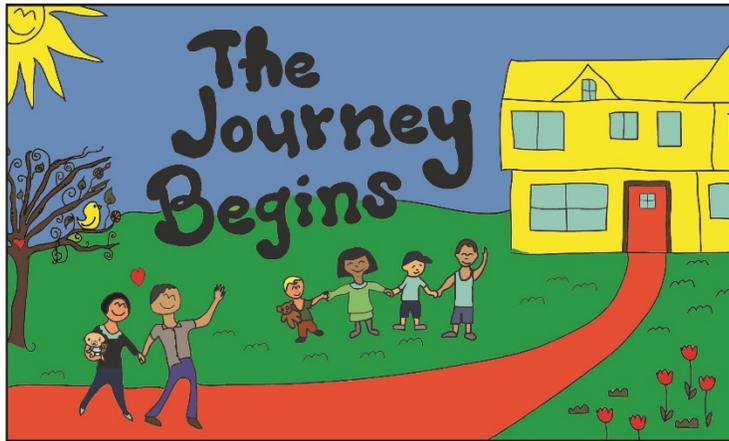


# The Journey Begins Parent Handbook



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## **PHILOSOPHY**

Our philosophy/vision incorporates a safe and stimulating environment that enriches the children through these important first years. We incorporate open communication between staff and parents. Parents are always welcome to visit their child, come for feedings or nursing, or as their schedules allows.

The Journey Begins (TJB) knows that each child is an individual and needs to be treated as such. Children begin care at all stages of development and we will guide them through these stages and build upon them.

Flexibility of the program is important, as the needs of infants are constantly changing and developing. A positive and happy staff, a trusting relationship between care-giver and the child, clean and well-organized environment, room to play, indoors and outside, in a safe and stimulating environment.

We will provide a daily activity sheet for your child, however, we feel it is important, and encourage you to ask questions regarding your child's activity, nutrition, growth and development.

TJB provides a nurturing environment where children can grow and develop physically, mentally, emotionally and socially. Children learn through their play and age-appropriate activities, toys, and developmental milestones.

We will be looking for large and small motor development, coordination, interaction with peers and communicating in the physical domain and assisting with language and cognitive development.

Our goal is to provide all of the children in our care, a clean, safe, comfortable, loving environment where they can play and grow.

## **PHILOSOPHY IN ACTION**

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Our goal is to provide all of the children in our care, a clean, safe, comfortable, loving environment where they can play and grow.

The Journey Begins addresses the needs of the whole child by providing opportunities in the interrelated areas of physical, social, emotional and cognitive growth. We encourage children to explore experiment, ask questions, initiate activities and solve problems in a way appropriate to their age and stage.

It is always our goal to meet the needs of every child and family, however, in some cases group care may not be in the best interest of certain children. In these specific instances TJB reserves the right to cancel care.

Play is valued and encouraged. We believe that children learn best when they are motivated by their own curiosity and innate desire to discover, know and understand. We provide children with a variety of concrete, hands-on opportunities for learning. We stress a cooperative approach and nurture creativity.

While we allow for a wide range of experiences to encourage exploration of the environment, we make sure the child feels stimulated but not threatened by excessive expectations. We help children to feel at ease, comfortable and secure in a nurturing setting. We provide a multi-racial, multi-cultural environment which encourages a variety of experiences appropriate to the children's diverse backgrounds. The program is non-sexist in that children can participate in a variety of experiences which do not limit their interests and competencies on the basis of gender. Special-needs children are welcome as long as the environment is judged to be beneficial to the optimum development of such children.

TJB encourages the participation of parents in program activities and decision making. Such participation helps to foster a better understanding of the goals and objectives of TJB by the parents and promotes the development of a productive relationship between children, parents and teachers. TJB assists its families in whatever ways are appropriate, from offering information on child development, learning theories and health issues to helping parents locate needed community resources. Parents are encouraged to assist in the classroom, help with driving or put in time at the various parent and fund-raising events throughout the year.

## PRACTICE STATEMENT

The core values from NAEYC\* Ethical Conduct Standards of Professional Practice in Early Childhood Programs also define The Journey Begins commitment to child care.

These core values provide the foundation of The Journey Begins daily curriculum and individual classroom programs.

- Appreciate childhood as a unique and valuable stage of the human life cycle (and value the quality of children's lives in the present, not just as preparation for the future);
- Base work with children on knowledge of child development (and learning);
- Appreciate and support the close ties between the child and family.
- Recognize that children are best understood in the context of family, culture and society;
- Respect the dignity, worth and uniqueness of each individual (child, family member and colleague); and
- Help children and adults achieve their full potential in the context of relationships that are based on trust, respect and positive regard.

\*National Association for the Education of Young Children

## **CLASSROOM DESCRIPTIONS**

Infants: This program is designed for children ages 3-9 months. We offer a teacher child ratio of one teacher for every four children with a capacity of eight children. Our primary focus is meeting the daily needs of each child. Our curriculum includes, social & emotional skills, language & communication and motor skills to help meet developmental milestones needed for growth and development.

Wobblers: This program is for designed for children who are beginning to be mobile. Usually between 10-18 months old. We offer a teacher child ratio of one teacher for every four children with a capacity of twelve children. Play, social & emotional skills, language development and providing comfort are the main components of this program.

Toddlers: This program is designed for children ages 18-30 months. We offer a teacher child ratio of one teacher for every six children with a capacity of twenty-two children. This is a transition program for children to learn the basics of self sufficiency. By providing a small teacher to child ratio we are able to help with toilet training when ready, and provide a secure and nurturing environment for this crucial time. Play, language and social skills is also an integral part of this classroom.

## **DAYS AND HOURS OF OPERATION**

The center is open Monday through Friday from 7:00 a.m. – 6:00 p.m. Children will not be accepted before 7:00 a.m. and must be picked up by 6:00 p.m. The center will be closed on all holidays. A list of these holidays will be provided to you at the beginning of the school year and is always available by parent request.

## **ADMINISTRATION**

The Journey Begins is administered by a Director who specialize in early childhood education. Michele Masjedi possess' a Bachelor of Arts in Liberal Studies –Emphasis of Education. Michele has administered Childcare Programs for over 20 years. Michele alternates days at the TJB and CK but is available at any time by email, telephone or will arrange to meet with parents in person if desired.

## **STAFF**

The Journey Begins hires individuals that have a minimum of 12 units in Early Childhood Education and an additional 3 units in infant care. In addition all staff members have completed an FBI Criminal Background Check, Child Abuse Check and have been fingerprinted by the Department of Justice. We encourage teachers to stay a minimum of one school year as consistency and continuity are important to the success of our program.

## **TUITION PAYMENTS**

Tuition will be payable by automatic deduction from a checking account monthly beginning the day your child begins in the program, unless other arrangements have been made in advance. The same fee will be paid regardless of center closings or number of days in the month. No credit will be given for absences. If for any reason the electronic payment is denied a \$25.00 fee will be assessed. If tuition payment is more than one month delinquent, the Center retains the right to terminate childcare.

## **SIBLING DISCOUNT**

The Journey Begins offers a 10% monthly discount off the lowest tuition for families who have siblings enrolled in the Center. The 10% discount is allowed for only the lowest tuition in cases where more than two children are enrolled at the center.

## **PARENT PARTICIPATION**

Parent participation is vital. The Journey Begins strongly encourages parent participation. Participation helps parents foster a better understanding of the program's goals; objectives and needs in addition to helping the center maintain a quality program. All parents are encouraged to participate and attend all of the following:

- Center Events
- Classroom and Center Parent Meetings
- Fundraising Events
- Parent Workshops

## **CREATING PARENT PARTNERSHIPS**

Parents play an enormous role in helping our staff maximize children's optimal development. Parents are encouraged to discuss any child or center concern with their child's Teachers. **KEEP IN MIND THAT NO CONCERN IS TOO SMALL.** If you feel your discussions have not resulted in a satisfactory response or action, or you believe you need more information, you are encouraged to discuss your concern with the Director. As professionals, our staff are here to listen to your ideas, suggestions and concerns. We view parent/teacher relationships as a crucial part of your child's growth and development. As with any partnership, we hope to work closely with parents to create a learning-rich and positive environment for everybody.

## **ATTENDANCE AND VACATIONS**

Parents are required to check in /out on the computer and sign-in and sign-out **ON A DAILY BASIS** with a full signature. Parent Initials are not acceptable. These are State regulations that parents and the center **MUST** follow, the center may be fined by the state in cases where this regulation is not followed. To ensure that this happens at The Journey Begins as little as possible, please be aware that parents will be fined \$2.00 for every missed signature.

Rarely, part-time families may arrange with the Director(s) to have their child attend the center during non-contracted days. Arrangements must be made in advance and will depend on availability of space. Same day drop offs will not be accepted. Please contact the office for extra day fees.

If your child will not be attending school, please try to call before 9:30 A.M. to notify us. This will allow us move staff around as needed throughout the center. We appreciate your efforts on informing us of your child's absence.

Parents should try to inform the Director(s) of any scheduled vacations. Parent Communication Forms are available in the sign-in/out area or in the office. This will allow us to staff the rooms appropriately and make extra day care available for families in need.

There are no tuition adjustments for vacations and/or absences.

## **SIGN IN/OUT PROCEDURES**

Parents are required to sign in their child in upon arrival in the book provide in the sign-in/out area. This process requires the time of arrival and departure as well as a full signature. Initials will not be accepted. This is a licensing requirement, as well as an insurance requirement and necessary in case of an emergency you may contact In addition, you must enter a computer code assigned to your child on the computer to electronically sign in/out through our Preschool Program, Procare.

## **HOLIDAYS**

The Center will be open Monday-Friday with the exception of the following holidays:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day & The Friday After  
The Week Between Christmas and New Year

## **LATE PICK-UP POLICY**

A \$1.00 per minute late fee will apply to parents who pick-up their child after 6:05 p.m. The late fee needs to be paid upon pick-up or to the main office by the following business day.

Repeated late pick-ups (more than three times in a month) may result in terminating your child's enrollment.

## **TRANSITIONING CHILDREN TO THE NEXT ROOM**

Transitions will not be based solely on age. Children will be moved up to the next classrom based on the following criteria:

- Director and staff assesment.
- The child's stage of development/needs/readiness.
- Availability in the next classroom and/or Center enrollment.
- Parent Agreement to move to Toddler Classroom.

We work together with the families to ensure a smooth and easy transition for each child. The Director will make the final decision after considering all of the above. Children are generally transitioned during a two-week period before their official start date in the next classroom.

## **CUSTODY DISPUTES**

As required by law and State Regulations, The Journey Begins must have on file copies of all legal documentation in the event a custody dispute. This will allow the center to act in a rational and legal manner if intervention is necessary with a non-custodial parent.

## **LEAVING THE PROGRAM**

We require a minimum of 30 days written notification of your child's withdrawal from the program. This policy allows your child to leave program with the least disruption to the family and the center. In addition, the teachers prepare both your child and the remaining children for the changes without feelings of abandonment and desertion. Our teachers are trained to help children handle transitions constructively and will help all the children adjust gradually to changes in the group.

## **NEEDS AND SERVICES PLAN**

Upon enrollment and each time your child transitions to another classroom, parents are required to meet with teachers to discuss all areas of information regarding their child. This includes but is not limited to:

- Feeding/Sleeping Information
- Personal and Social Competence
- Effective Learning
- Physical and Motor Skills
- Health and Safety

Staff will always discuss a child's development as it pertains to overall development in the areas mentioned above. Staff will discuss your child's areas of strength and areas needing attention. A plan of approach to build on strengths and focus on areas needing attention will be discussed with parents to help provide a consistent home and school learning environment. Consistency between home and school is the key to success!

## **DISCIPLINE IN THE CLASSROOM:**

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity.

Sometimes talking about what has happened eases the tension. At no time will a child be physically or verbally addressed in an abusive manner. Neither corporal punishment nor punitive discipline (hitting, spanking, isolation, shaming and verbal put-down) will ever be used with a child or group of children in an attempt to change behavior.

Respect for each individual child will always be implemented.

Problematic behavior will generally be redirected to promote positive conflict resolution, positive interactions with peers and positive negotiation skills in the classroom in order to increase children's self esteem.

A child may occasionally need to sit quietly in order to calm down and regain self-control. Parents will also be asked to share their ways of dealing with difficult situations.

## **BITING**

It is important for parents to understand why children bite. Children bite for many different reasons which may include: teething, experimenting with new abilities, frustration and more. Although we do not encourage biting, it may be a developmentally realistic reaction for children under the age of 3, especially for pre-verbal children. The following are general steps that will be taken in the event of biting in the classroom:

- If a child is bitten parents will receive an accident report explaining the situation. The bitten child will be immediately comforted using the guidelines below. The biter's name will not be given to the bitten child's parent in order to prevent children from being labeled or confronted by parents other than their own.
- Staff will meet with the parents of repeated biters to discuss how parents can help eliminate the biting process. Further, if a child is a repeated biter, he/she will be "shadowed" (within arm's reach of any given teacher) at all times until the stage of biting has subsided. Unfortunately, biting happens so quickly that biting may occur when a child is being shadowed, but the behavior can be defused more quickly.
- Staff will distribute information to parents in their classrooms regarding biting when a child is in the

stage of biting. The biting stage in a classroom may last for a period of days or weeks.

As Child Development Professionals, we know that biting, especially in the pre-verbal stage of development, is not unusual behavior. Please be assured that the steps above will be taken to mitigate and re-establish an environment where children can focus on play and learning. Children in our program will not generally be asked to leave due to biting alone if all of the steps in our discipline policy as described above have been followed thoroughly and parents are active participant in helping change their child's behavior.

## **COMFORTING CHILDREN**

Children will always be comforted by staff in a loving and positive manner after any accident/incident. Staff will give every child the time needed to address their feelings in a manner that fosters positive self esteem. Every incident offers a "window of learning" that immediately follows any incident/accident where staff will encourage self esteem building, language development to express feelings and positive conflict resolution skills. This will help children gain effective social competencies needed to succeed in a social environment while giving them the self esteem needed to continue learning. Parents will also be encouraged to use this approach at home with their children.

## **ACCIDENT REPORTS**

Parents will receive an "Accident Report" for accidents/incidents that happen at school. The accident report will state the time, date, type of accident/incident (bump, bruise etc.) the teacher that addressed the accident/incident and the type of treatment given (ice, soap and water, etc.) The accident report will also include a short description of the event that lead to the accident/incident in order to give the parents details regarding the event. All accident reports will be signed by the attending teacher and Director. Please note: At times accident reports are done at nap time for accidents/incidents that happen in the morning or at the end of the day because this is a more effective time for staff to fill out accident reports. If you pick up your child during this time please note that you may not receive your accident report until the next day your child attends. Parents should generally expect to receive their accident report that same day, upon picking up their child. Parents may also request more information about the accident/incident if they desire.

## **HEALTH PROGRAM -EMPHASIS ON PREVENTIVE HEALTH SERVICES**

The Journey Begins provides a healthy and safe environment for children, parents and staff. Emphasis is placed on preventive health services and early intervention. The exclusion guidelines for TJB's Infection Control are outlined by the American Public Health Association, the American Academy of Pediatrics and the California Educational Code Sections 49423 and 49480. Our policy states that no child will be accepted at the Center exhibiting symptoms of an illness. The Journey Begins works with Infection Control policies and procedures that safeguard the health of the children in its care. We also reserve the right to determine whether or not a child in our care is not well enough to actively participate in our program, regardless of any such symptoms as outlined in the guidelines.

## **HEALTH REQUIREMENTS PRIOR TO ENROLLMENT**

1. Health History and Physician's Report - forms will need to be completed prior to enrollment of each child, kept in the child's file and updated yearly. It will include the child's immunization record, a developmental history and past medical history.
2. Required Immunizations – a written immunization record provided by a physician or the Health Department must be on file at the center and updated yearly. Children entering the program must have the appropriate immunizations for their age prior to enrollment (See Chart Below). If a child does not have the necessary immunizations or records on file the family will need to provide the necessary records and/or the child will need to receive the proper immunizations prior to returning to the center or within 10 days after enrollment.

The ages for required immunizations when enrolling are as follows:

<u>Age when enrolling</u>	<u>Required Immunizations</u>
6 months – 4 years	3 Polio
	4 DtaP
	3 Hep B

- 1 Varicella (chickenpox)
- 1 Hib
- 1 MMR

Review of Immunization Status - any child who has not received all of the vaccine doses required for his/her age may be admitted on the condition that s/he receives the next medically due dose within 10 working days after admission and the remaining required doses at appropriate times. The immunization records of all children will be reviewed periodically by office staff to ensure they are updated. Children who have been exposed to a communicable disease for which they have not been immunized will be withdrawn from the program until they have received the proper immunization(s) and have been cleared to return by a physician.

3. Tuberculosis Record - all children must show a written report signed by a Physician or health department, giving the results of a "Mantoux Test" for T.B. done within the year prior to admission. Parents may also choose to use their child's original immunization chart.

## **MEDICATION**

Medication will be administered at school only when the following guidelines are followed:

1. Prescription medication must be made out for the child in question, dated pertinent to the current illness, and the dosage clearly marked. Prescriptions for siblings or other family members will not be given, nor will medication in "sample" bottles or bottles other than the prescription container.
2. Over-the-counter medication will be given ONLY if the medication has a prescription label stating the child's name, dosage, and dates pertinent to illness. Pharmacist will type a label to clarify dosage etc., without doctor's prescription.
3. Aspirin and aspirin substitutes will NOT be given to children at school except with a doctor's prescription, which states a pertinent reason for administering the drug.
4. Parents are responsible for providing the medication spoon/dispenser. Medicine will not be given without a

spoon/dispenser which measures the dosage as it is written on the prescription.

For all situations involving medications, the medication sign-in information must be filled out completely and signed daily by the parent for each medication to be given to a child. This form is located on the refrigerator in the outside kitchen area.

All medications are to be kept locked in the refrigerator/or on the designated shelf. At no time is medication to be left lying within reach of the children.

Medication will be dispensed by authorized teachers only. Please remember to notify your child's teacher that medication is required for your child.

If there is ever any questions regarding medication, its dispersal, or anything else related to medication or Infection Control.

## **MEDICAL EMERGENCIES**

Your child must have an updated Emergency Care and Release Form on file. This form provides vital information in case of illness, injury, accident or disaster about contacting you or an authorized adult. In addition, this form authorizes the center to release your child to specific adults of your choice. It is important to have a minimum of three adults on the list in case of an emergency; all adults will be asked for identification by the center staff. Parents or legal guardian must also have a "Medical Consent Form" authorizing the Director to call a rescue squad in case of an accident or life-endangering emergency that cannot be treated at the center. The Director or a teacher will accompany your child to the hospital. The person accompanying your child will stay with your child until a parent or authorized adult arrives.

These forms are to be reviewed and updated by parents or legal guardian whenever there is a change in the information. In addition, new forms are to be filled out annually.

## **ADMINISTRATION of MEDICATION and INCIDENTAL MEDICAL SERVICES**

To ensure safe and accurate administration and Incidental Medical Services TJB will enroll children that may need:

- EpiPen Jr. and EpiPen

## Medication and Incidental Medical Services Administration Policy:

- Written authorization from the child's physician and a valid prescription.
- Written authorization from the parent or authorized representative. Parents must complete the Parent Consent for Administration Medical Forms.
- Medication and supplies must be in the original labeled container with the child's name on it and must not be expired.
- TJB will maintain documentation of Medication and Incidental Medical Services on a log after medication or services is administered.
- Proper safety precaution will be in place. Staff must wear gloves, wash their hands and properly dispose of instruments in an approved container.
- TJB will have designated trained staff that will be appointed by the child's physician and properly trained on the various Incidental Medical Devices.

The child's parents are responsible for providing all medications and supplies to TJB. In most situations, children should not transport medications to and from the facility. This includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications. Facility employees may not deviate from the written authorization from the child's physician. Medications that have expired or are no longer being used at the facility should be returned to the child's authorized representative.

Incidental Medical Service Supplies and medication in the facility should be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medications that require refrigeration will be separated from food and will be inaccessible to children.

Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by utilizing the following requirements:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time

## 5. Right Route

Any medication or services routinely administered must be documented on a log by a staff member who administered.

*If a child is administered any emergency Incidental Medical Services procedure the child's authorized representative and 911 must be called immediately. Also an unusual incident report must be sent to the Department of Social Services.*

## **CONFIDENTIALITY**

All of your child's records and information are strictly confidential and will not be released to anyone without parent consent. Parents may have a copy of their child's file at any time upon request.

## **NUTRITION**

Nutrition is related to healthy growth, alertness, intellect and physical strength. Eating times are pleasant and happy with children and staff sitting together.

Infants and Wobblers classrooms will require parents to provide all breast milk, formula and food for their child unless participating in the optional snack program for an additional fee.

If participating, The Journey Begins will provide a morning, afternoon and late day snack for the children in the Wobbler & Toddler Program. The center will also provide whole milk with each snack/lunch. Snack menus will be posted on the lesson plans posted in each classroom. Parents are responsible for providing lunch for their children for each day their child attends school. We encourage parents to provide a healthy and nutritious lunch.

## **BIRTHDAY CELEBRATIONS**

Knowing that birthdays are a special day for each child and they contribute to your child's uniqueness we feel it is important to celebrate it in an appropriate way. Celebrations at school should be kept simple. Please discuss and make arrangements with your child's classroom teacher so that it can be included on the lesson plan allowing other parents to be aware of the festivities.

## TOYS

Toys are differentiated from comforters and transitional objects such as blankets or soft things, which are usually used at naptime and kept in the child's cubbies. Most children do not bring toys to school. If they do, it is to show their group at circle time or for some other occasion like a vacation souvenir. Only one toy can be brought to school, and it will need to be put in the child's cubbies at the teacher's discretion. The Center can only assume reasonable responsibility for toys. Parents need to know and talk to their children about the risks and rules before bringing a toy to school.

Books and children's musical tapes/CD's are always welcome and will be kept in a safe place and included in the day's program.

## CLOTHING

Children need to attend school in comfortable play clothes so they can fully participate in the program. The program includes creative play as well as climbing, painting, gardening, cooking, sand and water play. Although every effort will be made to protect your child's clothing, please plan for your child's clothing to get paint, water, food coloring, food and other messy materials on them. Therefore dress your child and provide extra clothing that you do not mind if it gets dirty. Shoes are also extremely important. Tennis shoes are encouraged and best for your child's busy day which will involve climbing and running. Sandals are permitted but must include a strap around the heel. Dress shoes are not recommended and **flip flops are never permitted** as they are a safety hazard and cause difficulty climbing, running and riding bikes.

An extra change of clothing, weather appropriate, is also required for your child; please replace any clothing that has been sent home immediately.

Please be sure to label with your child's name and have the following in your child's cubby at all times:

- 1 Long pants/1 Pair of shorts
- 1 T-shirts/1 sweatshirt
- 2 Pair of underpants
- 2 Pair of socks
- 1 pair of shoes
- 1 jacket (optional)

Although the staff work very hard to keep track of your child's belongings, there may be times your child or other children may misplace or move items around. All items that are brought to the center need to be labeled with your child's name and come entirely at the parent's risk of being lost or damaged.

## **DIAPERING & TOILET PROCEDURES**

The following diaper changing procedure should be posted in the changing area, should be followed for all diaper changes, and should be used as part of staff evaluation of caregivers/teachers who diaper. All employees who will diaper will undergo training and periodic assessment of diapering practices. Caregivers/teachers will never leave a child unattended on a table or countertop, even for an instant. A safety strap or harness should not be used on the diaper changing table. If an emergency arises, caregivers/teachers should bring any child on an elevated surface to the floor or take the child with them.

An EPA-registered disinfectant suitable for the surface material that is being disinfected should be used. If an EPA-registered product is not available, then household bleach diluted with water is a practical alternative. All cleaning and disinfecting solutions should be stored to be accessible to the caregiver/teacher but out of reach of any child.

Step 1: Get organized. Before bringing the child to the diaper changing area, perform hand hygiene, gather and bring supplies to the diaper changing area:

- a. Non-absorbent paper liner large enough to cover the changing surface from the child's shoulders to beyond the child's feet;
- b. Unused diaper, clean clothes (if you need them);
- c. Wipes, dampened cloths or wet paper towels for cleaning the child's genitalia and buttocks readily available;
- d. A plastic bag for any soiled clothes or cloth diapers;
- e. Disposable gloves, if you plan to use them (put gloves on before handling soiled clothing or diapers) and remove them before handling clean diapers and clothing;
- f. A thick application of any diaper cream (e.g., zinc oxide ointment), when appropriate, removed from the container to a piece of disposable material such as facial or toilet tissue.

Step 2: Carry the child to the changing table, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize after the change.

- a. Always keep a hand on the child;
- b. If the child's feet cannot be kept out of the diaper or from contact with soiled skin during the changing process, remove the child's shoes and socks so the child does not contaminate these surfaces with stool or urine during the diaper changing.

Step 3: Clean the child's diaper area.

- a. Place the child on the diaper change surface and unfasten the diaper, but leave the soiled diaper under the child;
- b. If safety pins are used, close each pin immediately once it is removed and keep pins out of the child's reach (never hold pins in your mouth);
- c. Lift the child's legs as needed to use disposable wipes, or a dampened cloth or wet paper towel to clean the skin on the child's genitalia and buttocks and prevent recontamination from a soiled diaper. Remove stool and urine from front to back and use a fresh wipe, or a dampened cloth or wet paper towel each time you swipe. Put the soiled wipes or paper towels into the soiled diaper or directly into a plastic-lined, hands-free covered can. Reusable cloths should be stored in a washable, plastic-lined, tightly covered receptacle (within arm's reach of diaper changing tables) until they can be laundered. The cover should not require touching with contaminated hands or objects.

Step 4: Remove the soiled diaper and clothing without contaminating any surface not already in contact with stool or urine.

- a. Fold the soiled surface of the diaper inward;
- b. Put soiled disposable diapers in a covered, plastic-lined, hands-free covered can. If reusable cloth diapers are used, put the soiled cloth diaper and its contents (without emptying or rinsing) in a plastic bag or into a plastic-lined, hands-free covered can to give to parents/guardians or laundry service;
- c. Put soiled clothes in a plastic-lined, hands-free plastic bag;
- d. Check for spills under the child. If there are any, use the corner of the paper to fold the paper that extends under the child's feet over the soiled area so a fresh, unsoiled paper surface is now under the child's buttocks;
- e. If gloves were used, remove them using the proper technique (see Appendix D) and put them into a plastic-lined, hands-free covered can;
- f. Whether or not gloves were used, use a fresh wipe to wipe the hands of the caregiver/teacher and another fresh wipe to wipe the child's hands. Put the wipes into the plastic-lined, hands-free covered can.

Step 5: Put on a clean diaper and dress the child.

- a. Slide a fresh diaper under the child;
- b. Use a facial or toilet tissue or wear clean disposable glove to apply any necessary diaper creams, discarding the tissue or glove in a covered, plastic-lined, hands-free covered can;
- c. Note and plan to report any skin problems such as redness, skin cracks, or bleeding;
- d. Fasten the diaper; if pins are used, place your hand between the child and the diaper when inserting the pin.

Step 6: Wash the child's hands and return the child to a supervised area.

- a. Use soap and warm water, between 60°F and 120°F, at a sink to wash the child's hands, if you can.

Step 7: Clean and disinfect the diaper-changing surface.

- a. Dispose of the disposable paper liner used on the diaper changing surface in a plastic-lined, hands-free covered can;
- b. If clothing was soiled, securely tie the plastic bag used to store the clothing and send home;
- c. Remove any visible soil from the changing surface with a disposable paper towel saturated with water and detergent, rinse;
- d. Wet the entire changing surface with a disinfectant that is appropriate for the surface material you are treating. Follow the manufacturer's instructions for use;
- e. Put away the disinfectant. Some types of disinfectants may require rinsing the change table surface with fresh water afterwards.

Step 8: Perform hand hygiene according to the procedure in Standard 3.2.2.2 and record the diaper change in the child's daily log.

- a. In the daily log, record what was in the diaper and any problems (such as a loose stool, an unusual odor, blood in the stool, or any skin irritation), and report as necessary (2).

If parents use the diaper changing area, they should be required to follow the same diaper changing procedure to minimize contamination of the diaper changing area and child care.

## **PARENT AND EARLY CHILDHOOD OBSERVERS**

Our center has an "Open Door" policy for all parents who have their children enrolled.

Students from various universities, community colleges and other educational institutions may choose to use our program for their studies and will, at times, interact with the children. Students will be asked to present to the Director(s) an ID, negative TB test along with an official letter from their educational institution detailing the purpose and goals of the student observers. All of the student observers will, at all times, be under direct supervision of a qualified teacher and will not be left alone with children at any time.

In addition, there may also be volunteers, social workers, special educational teachers and other professionals from the Early Childhood Education field doing observations and working together with our staff. All guests will be required to meet with the Director and will be given an opportunity to be a part of the program at the Director's discretion.